












PURCHASING USER MANUAL	1
APPLYING THE PURCHASING APPLICATION TO YOUR AGENCY PROCESSES	1


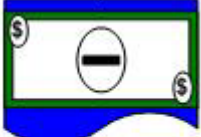
PURCHASING USER MANUAL

APPLYING THE PURCHASING APPLICATION TO YOUR AGENCY PROCESSES

To describe how an agency can use the Purchasing application with its existing purchasing process, a basic example of an agency's process is shown with corresponding processes in the Purchasing application. Some existing business processes in the agency may need to change or be created in order to adopt the Purchasing application.

Agency process	Purchasing application
 <p>Ordering Person Creates/Submits On-Line Request and Selects Appropriate Cost Center and Activity Code the Items Should Be Charged To</p>	<p>Requester creates line items on a requisition. Fiscal personnel ("Coders") can add fiscal coding. (The agency's Purchasing administrator can set up requesters so they can add fiscal coding.)</p>
 <p>Cost Center Mgr Authorizes On-Line Request On-Line Request Awaits Further Approvals</p>	<p>Purchasing administrator creates workflows for requisition approvals. Separate workflows can be created for different functional areas, locations, etc., each with the number of approval levels and approvers needed.</p>
 <p>If Over \$2,500 Area Manager First Approves/Disapproves If Over \$5,000 Administrator and/or Deputy Director Also Approves/Disapproves On-Line Request</p>	<p>Purchasing administrator sets up approvers with approval rules for a minimum and/or maximum dollar amount that the approver can approve. Can also enable/limit approvals by PCA or Index. In addition, specific workflows can be set up for specific types of requisitions or purchases.</p>

 <p>If fully authorized, request moves to Approved Items Table in Automated Orders System (Only available to Purchasing Unit Staff)</p>	<p>When finally approved, requisition line items become available to purchasers.</p>
 <p>Purchasing Bids and or Selects Supplier and PO is Issued (copies distributed to Receiving Unit, Accounts Payable, and Shipping Location).</p>	<p>Purchasers select individual requisition line items, select a vendor, and create the purchase order. PDF copies of the purchase orders can be printed or e-mailed.</p>
	<p>The purchaser can select specific Shipping and Billing addresses. Addresses are maintained by the agency's Purchasing administrator.</p>
 <p>Product/Services Received and Inspected By Central Receiving</p>  <p>Product/Services Received and Inspected By Cost Center</p>	<p>Same.</p>
 <p>Central Receiving Verifies Items Against PO and Completes Receiving Documentation</p>  <p>Cost Center Verifies Items Against PO and Completes Receiving Documentation</p>	<p>Any user set up as a "Receiver" can enter the items received, missing, back-ordered, broken, etc. PDF receiving documentation can be printed or e-mailed.</p>
 <p>Receiving Documents Forwarded to Accounts Payable</p>	<p>Received purchase order items are automatically available to import into Payment Services.</p>
 <p>Accounts Payable Verifies Receiving Documents and invoices Agree With PO, Then Fills Out DA-8 Payment Voucher</p>	<p>Payment Services users enter the invoice and purchase order number and then import the purchase order items that match the invoice.</p>

 <p>Accounts Payable Enters Payment to Stars</p>	<p>All fiscal coding entered on each requisition line item is automatically imported into the Payment Services cost distribution. Payment Services users edit as needed and approve.</p>
 <p>Warrant is Produced By State Controller's Office and Mailed to Supplier</p>	<p>Final approvers in Payment Services can set a Payment Request Date and/or an Effective Date on payment transactions. Payment Services uploads to STARS every night for processing and payment.</p>